

Acting Director of Logistics

1 DEC 1962

Chief, Planning Staff, OL

Move to Building 213

1. [] advised the Planning Staff on 7 December that Government occupancy of Building 213 would take place on 31 December. He also stated that Mr. Cunningham agreed that the "Operational" phase of the move could be initiated on 1 January 1963. The establishment of these dates was a result of a meeting held by [] with the building contractor and other individuals having prime interest in completion of the building.

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2. [] agreed that the external elevators at the Stuart Building, the necessary ramps, and other required unloading paraphernalia can be ready to initiate the "Operational" phase of the move on 1 January. He can schedule the required labor and trucks to support the move from daily requirements now being developed by []. These daily requirements will be based on the manifests of items to be moved, which were submitted by each element of NPIC to [] and on the decision to be made on movement of classified materiel, i.e., move all classified materiel on the first day of the "Operational" phase or move complete elements each day.

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3. In further preparation for the move, [] held a meeting on 5 December with representatives from each element of NPIC. [] from Security and [] from OL Planning Staff also attended this meeting. Questions were answered on previous instructions that were issued for organization of the movement "Task Forces" and for final preparation of the manifests of items to be moved. The problems related to Packing, Taping and Labeling, and to Controls for Classified Materiel were discussed. Instructions that were issued on these matters and on surplus safes are enclosed. [] completely covered security policies to be observed during the move and identified security requirements that must be met.

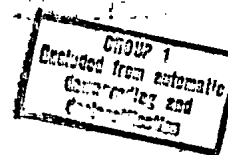
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4. Actions to be accomplished during the "Preliminary" phase of the move will be initiated this month as the areas to be utilized become available. For instance, the materiel now stored with the Army Map Service in Alexandria is tentatively planned for movement after 20 December using GSA transportation.

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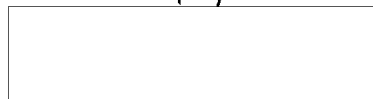
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SUBJECT: Move to Building 213

- 5. The required details of planning for the "Operational" phase of the move are nearing completion. [redacted] believes that these plans will be finalized by 21 December.

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Enclosure:
As stated above

Distribution:

Original - Addressee

1 - OL/PS (Official)

1 - NPIC (Att: [redacted])

(w/o encl.)

1 - OL/REACD (w/o encl.)

1 - OL/SD (w/o encl.)

1 - OL/PD (w/o encl.)

1 - OL/TD (w/o encl.)

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OL/PS, [redacted] (11 Dec. 62)

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